

FILE MAINTENANCE AND DISPOSITION PLAN     Date Prepared: 03/06/07, ORC					
OFFICE NAME: Office of Environmental Assessment, Environ Chemstrv		OFFICE CONTACT PERSON: Linda Donahue, (360) 871-8765		REGIONAL RECORDS MANAGER: Joyce Aoyama, (206) 553-2595	
Total Volume of Records for this File Station:		Total number of File Drawers: Legal size:                      Letter size:			
FILE PLAN					
AGENCY FILE CODES	OLD FILE CODE	AGENCY CATEGORY TITLE SERIES TITLE	DISPOSAL INSTRUCTIONS	NARA DISPOSAL AUTHORITY	LOCATION
108-024-01 018a,e,b,c,d	SAMP 018	<u><b>Sampling &amp; Analytical Data Files - Superfund Site Specific Files</b></u> <b>Item a:</b> Current files <b>Item b:</b> Purge files <b>Item c:</b> HQ and Sample Management Office (SMO) files <b>Item d:</b> EMSL/LV lab performance evaluation files <b>Item e:</b> Regional lab records that include in-house sampling	<b>Item a:</b> Disposable - Close inactive records upon completion of primary or major data review/validation and data validation summary reports for the sample set. Destroy when all cost recovery actions have been completed, or 30 years after file closure, whichever is sooner. <b>Item b:</b> Disposable - Close inactive records upon completion of primary or major data review/validation and data validation summary reports for the sample set. Destroy 30 years after file closure. <b>Item c:</b> Disposable - Close inactive records upon completion of primary or major data review/validation and data validation summary reports for the sample set. Destroy 30 years after file closure. <b>Item d:</b> Disposable - Close inactive records upon completion of lab performance evaluation. Destroy 6 months after file closure. <b>Item e:</b> Disposable - Close inactive records upon completion of primary or major data review/validation and data validation summary reports for the sample set. Destroy when all cost recovery	N1-412-06-15 Status: Final, 2/28/2010	
108-024-01 064	EPA 064	<u><b>CLP Analytical Results Data Base (CARD)</b></u>	<b>Item a:</b> Delete when superseded by routine software updates. <b>Item b:</b> Varies Follow instructions for the related records. For input systems, follow disposition instructions for EPA 171 - Input and Source Records. <b>Item c:</b> Transfer each major version change the year when the version is superseded or discontinued. <b>Item d:</b> Varies File with related records and follow instructions for the related records. <b>Item e:</b> Transfer of documentation will occur with the transfer of the electronic data (item c) the year when the version is superseded or discontinued.	N1-412-94-3/12 Status: Final, 02/12/2007	
<a href="#">108-025 223</a>	SAMP 223	<u><b>Sampling and Analytical Data Files :</b></u> <b>Item a:</b> Record copy	<b>Item a:</b> Disposable Close inactive records upon completion of sampling activity.Destroy 10 years after file closure.	N1-412-07-22/1 <b>Status:</b> Final 6/30/2009	
108-025-08 024	SUPR 024	<u><b>Cost Recovery Records</b></u>	<b>Item a:</b> Destroy 30 years after file closure.	N1-412-06-18 Status: Final, 10/31/2007	
301-091 082	EPA 082	<u><b>Response to Audit, Evaluation, and Investigation</b></u>	<b>Item a:</b> Destroy 10 years after file closure.	N1-412-07-1/2 Status: Final, 04/30/2008	
301-093 203	EPA 203	<u><b>State and Other Entity Relations and Oversight Files</b></u>	<b>Item a:</b> Destroy 10 years after file closure.	N1-412-07-1/9 Status: Final, 03/30/2007	
<a href="#">305-109 089</a>	EPA 089	<u><b>Information Tracking Systems</b></u> <b>Item a:</b> Record copy	<b>Item a:</b> Disposable - Delete when 2 years old, or 2 years after the date of the last entry; whichever is applicable.	GRS 23/8 <b>Status:</b> Final 12/31/2012	

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401 110	ADMI 110	<u>Office Administrative Files</u>	<b>Item a:</b> Destroy when 2 yrs. old.	GRS 23/1 Status: Final, 1/31/2009	
401 111a	ADMI 111	<u>Calendar, Log of Daily Activities</u>	<b>Item b:</b> Destroy 2 years after file closure. <b>Item c:</b> Destroy when no longer needed.	N1-412-06-5 Status: Final, 06/30/2007	
401 127	CORR 127	<u>General Correspondence</u>	<b>Item a:</b> Destroy 5 years after file closure.	N1-412-06-6/4 Status: Final, 02/01/2007	
401-119-03 579	EPA 579	Personal Injury Files			
	EPA 581	Property Safety Files <b>Item a:</b> Record copy	<b>Item a:</b> Disposable Close inactive records when related property is disposed of by EPA. Destroy immediately after file closure.	N1-412-07-63/2 Status: Final 3/31/2009	
401-119-03 581					
401-119-03 582	EPA 582	Protective and Preventive Measures Reports Files <b>Item a:</b> Record copy	<b>Item a:</b> Disposable Close inactive records at end of year. Destroy 5 years after file closure.	N1-412-07-63/3 Status: Final 3/31/2009	
<a href="#">401-119-03 583</a>	EPA 583	Occupational Injury and Illness Files <b>Item a:</b> Record copy	<b>Item a:</b> Disposable Destroy when 5 years old.	GRS 1/34 Status: Final 12/31/2011	
401-119-03 584	EPA 584	Industrial Hygiene Files <b>Item a:</b> Standards and practices documents and routine medical monitoring records <b>Item b:</b> Employee exposure records <b>Item c:</b> Asbestos monitoring records	<b>Item a:</b> Destroy 5 years after file closure. <b>Item b:</b> Destroy 75 years after file closure. <b>Item c:</b> Destroy 75 years after file closure	N1-412-07-63/4 Status: Final 3/31/2009	
401-121 617	EPA 617	Visitor Control Files	<b>Item a:</b> Destroy 5 years after final entry or 5 years after date of document, as appropriate. <b>Item b:</b> Destroy 2 years after final entry or 2 years after date of document, as appropriate.	GRS 18/17 Status: Final, 02/21/2007	
<a href="#">401-122 028</a>	EPA 028	<u>Travel</u> <b>Item e:</b> Original receipts <b>Item f:</b> Documentation not processed electronically	<b>Item e:</b> Disposable Destroy when 6 years and 3 months old. <b>Item f:</b> Disposable Destroy when 10 years old.	N1-412-06-22 Status: Final, 08/31/2009	
<a href="#">403-254 279</a>	EPA 279 >	Leave Records <b>Item a(1):</b> Leave application files - If employee initials time card or equivalent <b>Item a(2):</b> Leave application files - If employee has not initialed time card or equivalent <b>Item b(2):</b> Leave record - Maintained by creating office	<b>Item a(1):</b> Disposable Destroy at end of following pay period. <b>Item a(2):</b> Disposable Destroy after GAO audit or when 3 years old, whichever is sooner. <b>Item b(2):</b> Disposable Close inactive records when signed by supervisor. Destroy 3 years after clo	GRS 2/6a (Item a(1)) GRS 2/6b (Item a(2)) GRS 2/9b (Item b(2)) Status: Final 7/31/2009	
403-256 122	PERS 122	Supervisors' Personnel Files and Duplicate OPF Documentation			
<a href="#">404-141-02-01 141</a>	CORR 141	<u>Controlled and Major Correspondence</u> <b>Item a(1):</b> Senior officials and assistants to those officials - Nonelectronic <b>Item a(2):</b> Senior officials and assistants to those officials - Electronic <b>Item a(3):</b> Senior officials and assistants to those officials - Electronic copy of records transferred to the National Archives <b>Item b:</b> Other federal employees	<b>Item a(1):</b> Permanent Close inactive records at end of year. Transfer to the National Archives in 5 year blocks, 20 years after file closure. <b>Item a(2):</b> Permanent Close inactive records at end of year. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time. <b>Item a(3):</b> Disposable Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives. <b>Item b:</b> Disposable Close inactive records at end of year. Destroy 10 years after file closure.	N1-412-06-10 Status: Final, 2/28/2011	

AGENCY FILE CODES	OLD FILE CODE	AGENCY CATEGORY TITLE SERIES TITLE	DISPOSAL INSTRUCTIONS	NARA DISPOSAL AUTHORITY	LOCATION
<a href="#">405 036</a>	BUDG 036	<p><u>Routine Procurement Files</u></p> <p><b>Item a(1)(a):</b> Procurement organization copy of transactions that exceed the thresholds, dated on or after July 3, 1995 Includes transactions and related papers that exceed the simplified acquisition threshold of \$100,000 and all construction contracts exceeding \$2,000.</p> <p><b>Item a(1)(b):</b> Procurement organization copy of transactions below the thresholds, dated on or after July 3, 1995 Includes transactions and related papers at or below the simplified acquisition threshold of \$100,000 and all construction contracts at or below \$2,000.</p> <p><b>Item a(2)(a):</b> Procurement organization copy of other transactions, dated earlier than July 3, 1995 Includes transactions and related papers that utilize other than small purchase procedures and all construction contracts exceeding \$2,000.</p> <p><b>Item a(2)(b):</b> Procurement organization copy of other transactions, dated earlier than July 3, 1995 Includes transactions and related</p> <p><b>Item b:</b> Obligation copy held by Finance offices</p> <p><b>Item c:</b> Other copies of records described above used by component elements of a procurement office for administrative purposes</p> <p><b>Item d:</b> Data submitted to the Federal Procurement Data System (FPDS)</p>	<p><b>Item a(1)(a):</b> Destroy 6 years, 3 months after file closure.</p> <p><b>Item a(1)(b):</b> Destroy 3 years after file closure.</p> <p><b>Item a(2)(a):</b> Destroy 6 years, 3 months after file closure.</p> <p><b>Item a(2)(b):</b> Destroy 3 years after file closure.</p> <p><b>Item b:</b> Destroy when funds are obligated.</p> <p><b>Item c:</b> Destroy upon termination or completion.</p> <p><b>Item d:</b> Destroy 5 years after file closure.</p>	GRS 3/3 Status: <b>Final</b> , 11/30/2009	
405 202	CONT 202	Contract Management Records	<p><b>Item b:</b> Destroy 6 years and 3 months after final payment for the overall contract.</p> <p><b>Item c:</b> Destroy 6 years and 3 months after final payment for the overall contract.</p>	N1-412-06-6/5 Status: Final, 10/31/2008	